VISITORS AND CONTRACTED SERVICES

The MRC is committed to co-operate with all visitors to its establishments in order to achieve and maintain high standards of safety for its own staff and those visitors. This best practice guidance details what units should have in place when visitors and contractors are in attendance.

These guidance will be met, so far as is reasonably practicable, through the application, as appropriate, of the following principles:

- clarification of roles and responsibilities
- exchange of information between parties
- establishment of routes of communication
- agreement on working practices
- safe-guarding the security of persons and premises.

DEFINITIONS

In this document the definitions of visitor and contracted services are broad. The above principles can and should be applied through a definition of visitor that includes day visitors, visiting workers (from a few days to years), young persons (e.g., work placements) and in-house maintenance staff. Similarly the meaning of contracted services in this document includes service engineers and various contractors including contract cleaners.

Note: The health and safety considerations for working with building contractors will be covered in separate guidance.
SCOPE

The following guidance notes set the standards required by the MRC and give guidance on interaction between the MRC, as the host, and visitors to MRC managed areas with respect to health and safety.

The guidance can also be useful for MRC staff visiting other establishments to assist those staff in making the reciprocal arrangements.

RESPONSIBILITIES

The implementation of this guidance is the responsibility of Unit Directors and External Scientific Staff (ESS) team leaders.
DIRECTOR’S SUMMARY

The application of this guidance will aid the achievement of MRC standards and help to ensure that the MRC meets all related legal requirements.

Staff of MRC establishments come into regular contact with various visitors. These may include host institute employees, contractors and service engineers as well as other visitors who may be in our care for as little time as a few hours up to several years.

The circumstances will therefore vary from case to case, but by applying the principles stated in this guidance in the way appropriate to any specific situation we can achieve and maintain high standards of safety for both our staff and our visitors.

The guidance contained in the accompanying notes can be amended to suit local needs and circumstances. The notes include:

- General guidance
- Guidance for short term visitors
- Guidance for contracted services
- Guidance for working with volunteers
- Guidance for organised visits for young persons and children and work placement
- Guidance on children visiting MRC premises
- An Appendix on relevant legislation.

Directors and ESS team leaders should note the corporate policy content within the Guidance Note on children visiting MRC premises (Guidance Note 6).

Directors and ESS team leaders are required to ensure that:

- the roles and responsibilities of key personnel are clear
- there is a full exchange of relevant information between parties
- routes of communication are established between parties
- there is agreement on working practices
- full appropriate security measures are implemented.

The document is intended for line managers and local safety and security personnel. It can be downloaded from our web-site at http://www.mrc.ac.uk/documents/pdf/ssr. The MRC Safety, Security and Resilience section will be pleased to assist in the implementation of this guidance.
GUIDANCE NOTES

The guidance included in this document is for those that may from time to time have responsibility for visitors to their units or teams.

The Guidance Notes are intended to cover all visitors to MRC establishments. Guidance Notes 2 to 6 cover individually identified groups. If your particular situation is not found within one of these specific notes, a safe system of work can be derived from Guidance Note 1 which gives general guidance plus reference to Appendix 1 on the legal background.

It is recommended that senior managers and local safety personnel are familiar with this guidance.

**Guidance Note 1**

Visitors and contracted services: general guidance

**Guidance Note 2**

Short-term visitors

**Guidance Note 3**

Contracted services

**Guidance Note 4**

Volunteers

**Guidance Note 5**

Organised visits for young persons and children and work placement

**Guidance Note 6**

Children visiting MRC premises

**Appendix 1**

Legal background
VISITORS AND CONTRACTED SERVICES: GENERAL GUIDANCE

INTRODUCTION
The process of ensuring, so far as is reasonably practicable, the safety of all who visit our establishments can be aided through the application of 5 basic principles. These are –

• the clarification of individual and collective roles and responsibilities
• the exchange of relevant and helpful information
• the establishment of lines of communication
• full agreement on working practices
• the maintenance of appropriate levels of security.

The following sections discuss each of these principles.

LEGAL BACKGROUND
Appendix 1 constitutes an overview of the main relevant legislation as an aid to management. If the Guidance Notes do not cover your own situation, an initial appraisal of the legal requirements is recommended before preparing detailed guidance or systems of work.

ROLES AND RESPONSIBILITIES

Responsible persons
Each visitor or contractor should be assigned to a responsible person for the entire duration of the visit or contract. For convenience throughout this Guidance Note this person is referred to as the ‘Host’. It is essential that the Host is fully aware of his or her responsibilities and duties with respect to taking care of the visitor. This principle can be applied across the spectrum from a brief visit of a sales representative, collaborator, lecturer or service engineer to a more prolonged visit of a worker for some weeks or months.

The level and complexity of the role of the Host will also vary across the spectrum. The longer the visit or the more complex the operation or interaction, then there is a greater need to define the responsibilities and roles more formally and in more detail. Thus
general guidance on what is expected of the Host when entertaining a short-term visitors to, for example, an office area or common room could be disseminated to all staff. More detailed planning and assigning of roles and responsibilities will be required however before the arrival of a longer-term visitor who intends, for example, to work in a high containment level facility.

**Level of supervision**

It is important to establish the level of supervision required during the visit. In simple situations, e.g., a visit of a sales representative, it is enough that the Host understands that the visitor must be escorted at all times until departure. If the visitor will be working in a laboratory, further delegation of supervisory responsibilities may or may not be appropriate. In addition the Unit or Team would require the visiting worker to observe fully the local and corporate training and competence requirements and codes of practice.

**EXCHANGE OF INFORMATION**

For most visitors, the establishment will decide on the appropriate information to be exchanged. For visiting contractors, agreement should be reached between the host establishment and contractor. The exchange of information will be dependent on the nature of the operation. Little will be required in the case of day visitors to low-hazard areas (but see the section on Security), but more information will need to be exchanged for visiting workers and contractors. In these latter cases, as far as possible the majority of information should be exchanged before the visit takes place.

All visitors should be subject to safety induction, including a briefing (written or oral, depending on the nature of visit) on emergency procedures.

**Examples**

*Local safety policy statement*

This provides useful information to the visitor on the organisation and arrangements of the Unit or Host Department. It may also be a useful location for a generic Code of Practice for visitors and other information on, for example, occupational health service provision.

*Risk assessments, Codes of Practice or Standard Operating Procedures*

Provision of these, preferably in advance, is strongly recommended if the visitor is to be engaged in specific activities or using specialist equipment or facilities.
LINES OF COMMUNICATION

The complexity of these arrangements will inevitably vary according to the nature of the visit. They are however key to a successful operation and when abused can cause havoc and confusion. A visiting worker will maintain good contact with the Host or appointed supervisor and have access to other contact information contained in the local safety policy statement.

AGREEMENTS ON WORKING PRACTICES

Risk assessments

All proposed activities involving visitors or contracted workers should be subject to risk assessment. Where the visitor will be working to host procedures, he or she should be familiar with the relevant risk assessments already made for the work. Where the visitor or contractor is ‘importing’ procedures, the Host should see and approve any assessments made for the work. In some instances a generic assessment, e.g., for a standardised programme over a period of time, may suffice. In other circumstances it may be necessary to consider each situation on its merits. All risk assessments, conclusions and actions must be recorded.

Policies and procedures

A day visitor should be required to simply follow instructions from the Host as and when required. A visiting worker will commit him- or herself to following the establishment’s policies, procedures and codes. Hosts should spend time with the visitor on arrival ensuring the visitor understands what is required. Protocols introduced by the visiting worker should subscribe to local codes.

Management of contracted service personnel will require agreement on working practices, specifically where these may affect the safety of the host’s employees (and other visitors). Guidance Note 3, which covers working with service engineers and other contracted services, deals in more detail with Permits to Work and other documents.

Training should be given to visitors where the need is identified through risk assessment and consideration of the competencies required. The training should be appropriate to the length of stay and the hazards and risks associated with the work and records should be retained in accordance with corporate and local policy.

SECURITY

There are two main aspects of security that must be incorporated into any arrangements made with and for visitors. These are personal security, and the security of premises and property.

Personal security

It is an integral part of the ‘duty of care’ to safeguard as far as is reasonably practicable the
security of all staff and visitors. For day visitors, young persons and children constant supervision should prevent any harm coming to the individual from personal threats or attack. For visiting workers the risk assessments relating to their work should include consideration of their personal security where appropriate. An example would be if the worker was required (or wished) to work alone outside normal working hours.

Security of premises and property

All visiting workers should be inducted in local practices with respect to security. Access control may be dependent on the nature of the work, the length of stay and completion of appropriate induction. Part of the induction should be to impress upon the visitors their own duty to act responsibly.

If there is any doubt over any visitor once on the premises they should be asked to confirm their identity. In extreme circumstances it may be necessary for them to be required to leave.

Further details on security are contained in specific sections.

Familiar faces

Over a period of time, often through repeated visits, many visitors become familiar and can almost become a member of staff.
SHORT-TERM VISITORS

INTRODUCTION

Short-term visitors can be considered as belonging to one of two broad groups. These are:

1. **Day visitors.** Persons who are ‘just visiting’ and who do not get involved in any work activity of the establishment. These visits would normally be for part of or all of one day;

2. **Working visitors.** Persons who are visiting primarily to work alongside or in collaboration with establishment staff. These visits could be for one day up to a few years.

We have provided separate guidance for contracted services (e.g., service engineers), volunteers, young persons and children in Guidance Notes 3 to 6 respectively.

You should note that certainly in respect of health and safety management, the MRC affords students the same rights and privileges as its employees and employees of other organisations visiting Council establishments.

Examples:

Group 1 above includes sales representatives, personal visitors, organised school parties, those attending meetings, those attending or giving lectures and those conducting student viva’s. The second includes temporary staff, visiting workers and sandwich students.

LEGAL BACKGROUND

You can find a review of the main relevant legislation in Appendix 1. In practice, your main responsibilities are to ensure your visitor is not exposed to unacceptable risk. To achieve this appropriate risk assessments must be in place together with the specified control measures. If this Note does not appear to cover your own situation, an initial appraisal of the legal requirements is recommended before preparing detailed guidance or systems of work.

ROLES AND RESPONSIBILITIES

Your establishment should appoint a Host for all short-term visitors. All day visitors, including one-day temporary staff, should be met by the Host and supervised for the entire visit. The visitor’s arrival and departure time should be recorded. In circumstances where the Host cannot remain with the visitor for the whole time, the Host must ensure that another person or persons supervise the visitor.
There are circumstances where the duty of care for the visitor may extend beyond the actual workplace. If, for example, a speaker is invited to a social function such as a dinner as part of the visit, the Host would retain responsibility for the guest whilst the event remained ‘official’. The extent and degree of that responsibility may vary but would remain within the bounds of ‘reasonable practicability’. The guest still retains a measure of personal responsibility for his or her own health and safety.

For **working visitors** it may be appropriate to appoint a supervisor in addition to a Host. This will depend upon circumstances (length of stay, complexity of work, personal availability, etc.). Whether or not one or more than one person carries out the roles, the Host and Supervisory responsibilities should include:

**Host**
- to ensure the visitor is provided with all the required information
- to ensure that all appropriate forms are completed
- to ensure the visitor receives appropriate induction
- to ensure the establishment receives all the required information from the visitor relevant to the visit
- to ensure that the visitor is included in local arrangements for occupational health provision and surveillance as appropriate

**Supervisor**
- to ensure the visitor has read and understands all risk assessments relevant to the work
- to ensure the visitor understands and complies with all local rules and codes of practice
- to scrutinise and approve all risk assessments and protocols provided by the visitor
- to identify any individual occupational health requirements
- to ensure competence through identifying any training requirements and arranging appropriate training.
Level of supervision

You should ensure that day visitors to your establishment are supervised for the entire duration of their stay. This is probably current practice in the majority of situations but it should be routinely enforced in all situations, except perhaps where the visitor’s background is known, he or she is to enter only low-risk areas and has been to your establishment on previous occasions. Where individual supervision is impracticable (e.g., for students attending a lecture) you should restrict access to defined areas. Free movement around your establishment should not be permitted. For working visitors that are with you for up to about a week, close supervision may still be appropriate, at least during periods of work. Some relaxation during work breaks should be possible after the first day but only if appropriate induction has been given to the visitor. For those staying longer, judgement on the level of supervision should be made on the basis of perceived competence and the risks associated with the work activity. You may well decide that an experienced computer programmer requires a lower degree of supervision than a relatively inexperienced laboratory worker or student.

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EXCHANGE OF INFORMATION

Day visitor

The appointed Host should wherever practicable establish to their own satisfaction the authenticity of each day visitor. This should be a reasonable task, for example, for one-to-one visits from sales representatives and for visiting lecturers, but more difficult for those coming to your establishment to attend a lecture, e.g. students. In the latter situation, you will depend significantly upon your security arrangements.

If you have any doubt over a visitor once they are on your premises you should ask them to confirm their identity. In extreme circumstances it may be necessary for you to ask them to leave.

Visiting worker

Advance documentation

In the majority of circumstances visiting workers, even those visiting for a day, will come to your establishment only after considerable planning. As part of that planning exercise you are advised to supply your visitor with as much helpful information as you can in advance. The appointed Host will be familiar with the work planned and thus should be able to supply the visitor with the local Health and Safety Policy Statement and other local or corporate documentation relevant to that work. This can include Risk Assessments, Local Rules and/or Codes of Practice and Standard Operating Procedures as appropriate to the risks and the duration of stay.

If the visitor is coming to work in your establishment independently of other groups for some or all of the time, it could be beneficial for your appointed Host or supervisor to receive copies of any codes of practice or protocols used by the visitor in their normal place of work. This will enable you to highlight, address and resolve any differences prior to the visit.

Additional information and occupational health

The visiting worker should be informed of the procedures for accident and incident reporting. The Host or supervisor should ensure that any accidents that occur to any
visitor are recorded. Where appropriate, arrangements should be made in advance with the visitor’s employer concerning accident reporting. In general we would expect the reporting of accidents under RIDDOR (see Appendix 1 ‘Legal background’) to follow your normal procedures but you also have a responsibility to inform the employer of any accident suffered by your visitor.

Dependent upon the nature of the stay, it may be appropriate for you to enquire in advance if there are any factors that may increase your visitor’s vulnerability to risk. Age, experience, gender (i.e., women of childbearing age), physical disability (e.g., hearing impairment), compromised immune status or other factors may affect the work to be done and degree of supervision required.

An example would be any visitor that intends to work with animals. Depending upon local arrangements and the length of stay, you may need to register the visitor with the establishment’s occupational health surveillance programme. It is important however in all situations for you to establish if the visitor suffers from any adverse reactions from working with animals, such as an animal allergy. If so, you should seek occupational health advice.

**Transport and use of imported materials**

There may be occasions where your visitor may wish to import samples of cultures, genetically modified micro-organisms, tissue samples, or other hazardous substances to your establishment as being necessary for the work.

**Transport**

As far as possible you must ensure that the samples are transported by the correct route which may mean the use of a competent carrier. The samples should be packaged to comply with national or international requirements. A permit to import might also be required for certain material. This means that the samples will be transported separately from the individual and his or her personal luggage. You should certainly make it clear that it is against MRC and local policy for the visitor to carry any hazardous material on their person.

**Use**

At the planning stage, you should remember that all work at your establishment must comply with your relevant authorisations, permits, etc. If the visitor wishes to bring his or her own material into your establishment, the following are examples of the questions you should consider.

- Is the material a human pathogen, and if so, what is the Hazard Group?
- Is the material a plant or animal pathogen?
- Is the material genetically modified?
- Is the material radioactive?
- Is the material a toxic substance?
If the answer to any of these is ‘yes’ then the following key questions must be asked.

- Are there valid risk assessments, SOPs or protocols in place?
- Does your establishment have the appropriate facilities?
- Does your establishment have the required authorisations, permits, etc.?

All visitors are expected to follow the code in form HR1.25 which can be found in knowledge base.

(The visiting worker agrees)

“(c) to observe all the policies, codes and guidelines of the Establishment, which will either be from the MRC or host institution. This includes observing the safety arrangements of the Establishment in which you will be working, and to observe any further safety instructions which may be given to you at any time by the Director of the Establishment or his delegate;”

The establishment should ensure that form HR1.25 is completed properly.

You should note that -

“All MRC Studentships are included within the definition of visiting worker”.

**LINES OF COMMUNICATION**

The appointed Host should identify key personnel to the visitor. Most visitors will not have the time to develop working relationships with many staff and for short-term visitors it may be appropriate to limit the list to a few people with respect to health and safety. The Host should however make it clear to the visitor that he or she is directly responsible for them during their visit. Thus the Host should ensure that the visitor should come to them with any problems in the first instant unless advised otherwise and that the visitor is prepared to follow the instruction and guidance of the Host or supervisor.

Working visitors will range from students to eminent senior scientists. Whereas the approach to each individual may vary, you must still ensure not only that each visitor is well looked after, but also that they abide by local rules and practices. In many situations time is limited. You would therefore wish to ensure that induction is efficient and focussed and that the support given to your visitor by the Host is seen as an aid to the research.
AGREEMENTS ON WORKING PRACTICES

The ultimate aim is that work done in our establishments is done efficiently to the highest practicable standards of health and safety. Although we believe that MRC standards are high, we also recognise we can improve and that we can learn from others. The exchange of information on risk assessments and work practices should enable the work to be done always to the highest standard, either through our own procedures and codes or through the adoption of those practised by the visitor in their own establishment.

It is important that the visitor works to local rules, codes, etc. especially where he/she may be working with significant hazards with specialist equipment in specific work areas. The Host or supervisor however should take time to look at any work protocols that the visitor brings with them. They may show up some concerns which may lead to additional induction and supervision, but equally they may reveal positive points leading to your increased confidence in their competence and possibly a raising of your own standards.

SECURITY

Personal security

You should ensure that day visitors not engaged in work, e.g. company representatives, visiting lecturers and those attending meetings or lectures, are either escorted at all times or are restricted to specified areas within your establishment. Thus you are able to meet your responsibility both to protect your own workplace and personnel as well as look after your visitors.

For working visitors however, whilst in the normal workplace your visitor would wish to enjoy as far as possible the same rights and privileges as those afforded to your own staff. Your local policies and workplace rules should be clear about issues such as access to restricted areas and working alone, within or outside of normal working hours.

A high standard of personal security can be aided by individual risk assessment. Competence to work alone depends upon knowledge, ability and experience, both of local rules and the support available to the worker in an emergency. In addition you should consider the security of the worker, e.g., the risk of personal threats when working unsociable hours. Sanctioning this work should thus be a matter of judgement, bearing in mind your own responsibility to look after your visitor in the workplace.

Security of premises and property

The importance of protection of the premises and property should be impressed upon your visitors. The message can be enhanced through restriction of independent access until completion of relevant induction.

You should remind visitors that not only do they have a responsibility to follow health and safety good practice but also they must not interfere with any safety provision and compromise safety standards. In addition to the proper use of equipment, this undoubtedly extends to the maintenance of the integrity of the security barriers. These could be physical, such as card swipe systems, locking doors, etc., or through information
technology, such as proper use of passwords and the integrity of a firewall, or through conversation, such as avoiding discussion of sensitive work in public places.

All day visitors should be required to sign in and out at the beginning and end of their visit. It is common practice that temporary staff do this each day and you may wish to put this in practice for all working visitors until they are granted their own security pass or access code.
CONTRACTED SERVICES

INTRODUCTION

Frequent or regular visitors are a familiar part of the day to day life of an establishment. It is easy to overlook the duty of care the MRC owes to these personnel.

During their visits service personnel have the same right of care as that enjoyed by MRC staff. This guidance note gives guidance and advice on the health and safety management of service personnel before and during a visit.

Within the context of this Guidance Note, the term “contracted services” covers:

- Equipment installation and commissioning
- Equipment and software maintenance and repair
- Building fabric repair and maintenance
- Cleaning, general and window
- Grounds maintenance

or any other contracts where non-MRC staff will work in or around an establishment on a regular basis. The term “service personnel” is used to describe all those who make visits on behalf of a contractor. It does not include sales or similar representatives making brief non-active visits.

LEGAL BACKGROUND

The duties and responsibilities of employers and employees involved in contract work are clearly laid out in numerous pieces of health and safety legislation. The key legislation is reviewed in Appendix 1. In essence each employer has a duty to ensure the employees of the other employer enjoy the same level of care as their own.

YOUNG PERSONS

Contractors, such as contract cleaners, often employ young people. If this is the case, then the MRC will still have a duty of care toward this vulnerable section of the workforce. If it becomes apparent before or during a contract that young persons are being employed then establishments must ensure the contractor complies with all relevant legislation (see Appendix 1) and will not put the MRC at risk.
ROLES AND RESPONSIBILITIES

Within the establishment a competent person, the Host, should be appointed to manage the health and safety implications of each contract (this is not an exclusive role). This person will represent the establishment in negotiation with the contractor and be responsible for the safe management of the service personnel during their stay in the establishment.

Their role will be to liaise with the contractor and establish good health and safety practice. Details are set out below.

EXCHANGE OF INFORMATION

Legislation requires that relevant and comprehensive health and safety information be exchanged, where reasonably practicable. A degree of proportion is needed; two illustrative examples are given.

For a major contract, such as window cleaning, documents exchanged with the contractor should include health and safety policies, fire and emergency action, agreed working procedures based upon risk assessment, access, employment and supervision policies and other reciprocal information, e.g. potential residual risks found in MRC laboratories. For a contract involving infrequent visits by a service engineer, the issuing of emergency procedures and information of residual risks relating to the equipment and location will suffice.

All service personnel should on their first visit have some form of induction, again proportional to the task(s) and time on site.

Should an engineer be involved in an accident, then they or their employer must be given a copy of all reports and findings related to the accident.

LINES OF COMMUNICATION

For all contracts, irrespective of size, easy means of communication should be established, both regular and for emergencies. Named individuals should be identified together with contact numbers. Procedures should be established for emergency situations.

AGREEMENTS ON WORKING PRACTICES

Safe working practices and a safe working environment should be agreed and established prior to work commencing. This is of particular importance where service personnel may well be working in high-risk areas (e.g. containment rooms), unaccompanied or outside normal working hours.

Agreements should (dependent on the scope and complexity of the tasks) include:

- SOPs for the actual job in hand
- Restrictions and access limitations (e.g., through a Permit to Work*)
• Supervisory levels, staff competence and training
• Time periods for working
• Procedures in the event of an accident
• Procedures in an emergency
• Procedures in the event of dissatisfaction on health and safety matters
• Protective measures, such as Personal Protective Equipment (PPE).

* Guidance on Permits to Work (PTW) with an example form is included as an Annex to this Note.

DECONTAMINATION

Prior to a contractor, e.g. a service engineer, starting work and almost certainly before or as part of the issuing of a PTW, it may be necessary to decontaminate equipment or a work area. Engineers increasingly and properly require a written statement that the equipment or area is free of contamination.

SHARING OF EQUIPMENT

This must not occur. All contractors must provide and maintain their own equipment. For contracts such as cleaning services space needs to be provided for the contractor to store his equipment. You are referred to the discussion in Appendix 1 on the implications of The Provision and Use of Work Equipment Regulations 1998 (PUWER).

SECURITY

Contract employees can be a source of a breach of security. It is not unknown for animal activists to join contract companies in order to gain entrance to sensitive sites or for information on building contents (e.g. IT equipment) to be disseminated via contract cleaners.

For sites that carry out sensitive work or have sensitive or commercially valuable information and products, whenever possible service personnel should be vetted prior to their arrival. Guidance on vetting can be obtained from MRC Human Resources Group at Head Office or, in a delegated unit, from your local administrator. Clearly this will not always be possible but at the very least the true identification of all service personnel must be established. Establishments must always reserve the right to bar or ask contract employees to leave. Should this happen then the contract company must be informed immediately.
Guiding principles of allowing service personnel on MRC premises

- Only by appointment and for a specific task
- All employees of cleaning or similar contractors should wear ID badges all the time
- Credentials of “unknown” (e.g. those claiming to be a substitute for the regular person) service personnel should be validated with contract company
- All engineers should be signed in and out and required to wear suitable ID badges (these to include emergency procedures)
- All, ideally, to be accompanied at all times
- All unidentified persons to be challenged.
PERMITS TO WORK

Introduction
Permits to work are an important means of ensuring the health and safety of employees and other workers, as well as protecting the property and environment. They exist to cover tasks carried out under certain circumstances and over defined time periods.

Note: The use of permits to work is not confined to circumstances where work is done by a visiting contractor but may also be applicable for work done by in-house maintenance personnel.

Examples of where you may require a Permit to Work (PTW) include:

- hot work
- entry into confined spaces
- electrical work
- entry into and work in biological containment areas (in particular levels 3 and 4)
- entry into and work in controlled areas by non-classified workers
- entry and work in other hazardous non-office areas
- roof work.

Employees, contractors and all visitors must comply with the requirements of any permits that are in force. PTWs should be displayed while the work is being done but will cease to operate and should be removed when the tasks have been completed.

Information and Training
Where you have identified the need for a PTW, you must provide the necessary information and appropriate training to ensure that all people involved are fully aware of the requirements of the permit and are competent to do the work.

Providing a safe system of work
A PTW is designed to check that all eventualities have been considered and is an important means of minimising risks. The process should involve the following steps:

1. Listing the items that need to be checked before work can proceed.
2. Preventing work if conditions fail to meet those required.
3. Prohibiting other types of work in adjacent areas when a permit is in operation, e.g. solvent cleaning and welding. A permit to allow one operation may therefore include a prohibition of another activity.
4. Specifying the precautions to be taken, e.g. use of respiratory protection.

5. Displaying the PTW at the work site and work control area to ensure that all employees are made aware of its requirements.

6. Ensuring that the PTW applies to all staff on the site, i.e. employees, visitors and contractors.

The permit will include a formal written transfer of information to those carrying out the work. It will also include the process of formally declaring the area safe for (a) the work to proceed and (b) handing the area back once the work is completed.

Key personnel

A competent person will be appointed to issue a permit. That person must be fully familiar with the hazards and risks associated with the work areas affected and the proposed operation itself, and has responsibility for completing the PTW.

A competent person will be authorised to ensure the work is carried out properly according to the PTW. Responsibility will be formally transferred to that person by the issuer. The authorised person should have sufficient knowledge to enable compliance.

You may also require a counter-signatory who may have a specific duty to check an aspect of the work, e.g., the electrical isolation of a particular circuit or piece of equipment. That person will sign the PTW at the appropriate time.

Training requirements

- Staff should fully understand the principles behind and the need for permits to work.

- Staff should be familiar with the different types of permit which may be used, their applications and limitations, and the modes of operation.

- Those persons initiating and operating the permit systems must be competent to do so.

- The authorised person should have enough information and understanding to enable:
  
  (a) the work to be carried out in a safe manner
  
  (b) compliance with the law
  
  (c) adequate training to be provided for relevant staff
  
  (d) all relevant health and safety factors to be taken into account when planning work.

All relevant staff must have a basic understanding of permit to work systems in use.
Additional training
This will be required:

(a) to ensure staff are aware of emergency procedures
(b) when new permits are introduced
(c) when permits have been modified
(d) following permit failure incidents.

Completion of a Permit to Work
An example of a general PTW is given at the end of this Annex. The following section gives general guidance on completion of the form

Note: Specific applications will require separate forms, e.g., hot work and confined spaces, because of particular hazards and risks associated with the work. The example given can be applied to most general workplace situations.

You should note that no alterations or additions are permitted to the entries on the form. If changes or errors are made, a new form must be completed.
<table>
<thead>
<tr>
<th><strong>Section</strong></th>
<th><strong>Guidance</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Location</strong></td>
<td>This should provide enough information to identify the actual area where the work is to take place.</td>
</tr>
<tr>
<td>2. <strong>Work to be done</strong></td>
<td>An adequate description of the work must be made and agreed. Reference can be made to other documents (SOPS etc.), but they must be identified accurately.</td>
</tr>
<tr>
<td>3. <strong>Hazard analysis</strong></td>
<td>The <strong>issuer</strong> should use this section to identify all the significant hazards that might be associated with the work. These hazards could present a risk both to the operators and to others that might be affected by the work. Each of the subject areas requires specific consideration. Any establishment introducing a permit to work scheme for the first time should seek further advice.</td>
</tr>
<tr>
<td>4. <strong>Other permits</strong></td>
<td>These are stated on the form. If identified these require specialised assessment by a competent person and completion of a separate permit.</td>
</tr>
<tr>
<td>5. <strong>Residual hazards and risks</strong></td>
<td>Whereas the control of risk should be achieved, wherever reasonably practicable, through elimination or engineering controls, the use of PPE is sometimes unavoidable. An example would be the use of a corrosive material to unblock a drain.</td>
</tr>
<tr>
<td>6. <strong>Conditions for work</strong></td>
<td>These may have be agreed between the issuer and authorised person and may involve excluding persons from the area, or the fumigation of a biological containment area before work can start.</td>
</tr>
<tr>
<td>7. <strong>Validity</strong></td>
<td>It may be that beyond a certain time, conditions may alter, adversely affecting those working or those who may be affected by the work.</td>
</tr>
<tr>
<td>8. <strong>Issue</strong></td>
<td>This can only be signed by the issuer. In so doing the issuer declares that the risk assessment has been properly carried out and that conditions are safe for the work to be handed over to the authorised person. In the absence of an authorised person the issuer also retains those additional responsibilities to ensure the work is done properly according to the PTW. Where an external contractor is doing part or all of the work, the issuer must ensure the contractor is competent to carry out the work safely according to the PTW.</td>
</tr>
<tr>
<td>9. <strong>Permit acceptance</strong></td>
<td>Only the authorised person can complete this section and in so doing accepts responsibility for the work being done according to the PTW.</td>
</tr>
<tr>
<td>10. <strong>Counter-signature</strong></td>
<td>Where applicable this will be signed by the counter-signatory as an acceptance of the relevant responsibilities.</td>
</tr>
<tr>
<td>11. <strong>Personnel</strong></td>
<td>This will list all personnel so far unnamed who will do the work. Each person must be familiar with the requirements of the PTW. They remain the responsibility of the authorised person, or their absence, the issuer of the PTW.</td>
</tr>
<tr>
<td><strong>12. Signing off</strong></td>
<td>The issuer, in signing off the permit, accepts that the work is completed satisfactorily and normal working can resume. In some circumstances there may be a need to identify restrictions that may need to be applied. The responsibility for entering this information lies with the authorised person.</td>
</tr>
</tbody>
</table>
### NIMR PERMIT TO WORK

This Permit Must Only be Issued After Careful Reading of Guidance Notes

<table>
<thead>
<tr>
<th>1. LOCATION OF WORK</th>
<th>4. OTHER PERMITS REQUIRED</th>
<th>5. ACCEPTANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept.</td>
<td>Hot Work: Yes, No.</td>
<td>Accepted by (please print)</td>
</tr>
<tr>
<td>Location</td>
<td>Confined Space: Yes, No.</td>
<td>Dept./Contr.</td>
</tr>
<tr>
<td></td>
<td>Excavation: Yes, No.</td>
<td>Time Date</td>
</tr>
<tr>
<td></td>
<td>Breathing Apparatus: Yes, No.</td>
<td>Signature</td>
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</tbody>
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<tr>
<th>2. WORK TO BE CARRIED OUT</th>
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<tr>
<th>3. HAZARD ANALYSIS (tick) * indicates other perm iss req'd</th>
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<tbody>
<tr>
<td>Difficult Access</td>
</tr>
<tr>
<td>Confined Space*</td>
</tr>
<tr>
<td>Compressed/ Hazardous inc. Natural Gases</td>
</tr>
<tr>
<td>Dusts</td>
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<tr>
<td>Electricity</td>
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<tr>
<td>Flammable or Explosive Material</td>
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<tr>
<td>Roof Work</td>
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<tr>
<td>Toxic Material</td>
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<tr>
<td>Corrosive Material</td>
</tr>
<tr>
<td>Hot work*</td>
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<th>6. CONDITIONS FOR WORK</th>
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<tr>
<th>7. VALIDITY</th>
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<tr>
<td>From Time Date</td>
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<tr>
<th>8. ISSUE</th>
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<tbody>
<tr>
<td>Issued by (please print)</td>
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<tr>
<th>9. SIGNING OFF</th>
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<tbody>
<tr>
<td>Conditions for use if any</td>
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</table>

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<tr>
<th>10. COUNTER SIGNATURE (continue overleaf if necessary)</th>
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</thead>
<tbody>
<tr>
<td>Dept. Name (please print) Date Signature</td>
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<table>
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<tr>
<th>11. PERSONNEL (continue overleaf if necessary)</th>
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<tbody>
<tr>
<td>Dept./Contr. Name (please print) Date Signature</td>
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<th>12. issUe</th>
</tr>
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<tbody>
<tr>
<td>Issuer Date</td>
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</table>

Sample form
VOLUNTEERS

INTRODUCTION
This guidance note should be read in addition to any information provided to volunteers as part of the study itself. Here we are addressing the safety of the public whilst on MRC premises.

LEGAL BASIS FOR THE MANAGEMENT OF VOLUNTEERS
Volunteers are, in health and safety law, classified within those groups of persons who may be placed at risk through the activity of an employer and are therefore entitled to the full protection of relevant health and safety legislation. Please see Appendix 1 for further information.

ROLES AND RESPONSIBILITIES
Each volunteer should be the responsibility of a named person (Host) for the duration of the study/project. That person should be competent to accept the duties and responsibilities of that role. The level of duty will vary from situation to situation. Local guidance should be drawn up and disseminated to those who will/may have such responsibilities.

LEVEL OF SUPERVISION
From the moment they enter MRC premises to when they leave all volunteers should be under the close supervision of the Host. This includes collection and return to the establishment entrance.

Whilst on MRC premises volunteers are owed a duty of care and must be protected from possible harm. Therefore, as a measure to achieve this aim, experimental areas accommodating volunteers should be so designed that their personal comfort can be ensured. In addition, at no time can a volunteer be allowed to wander freely within an establishment. Any volunteer found outside the correct location should be challenged and either returned to or collected by the Host. Extra vigilance may be needed for certain groups of volunteers, e.g. children and those with learning difficulties.

If the risk assessment for volunteer work identifies a possible risk of exposure to other potentially hazardous work within the unit (for example after normal working hours) then consideration should be given to ensuring these areas are secured at night.

Any volunteers who are persistently found in “no-go” areas should be treated with suspicion and removed from the study.

Best Practice Guide March 2016
EXCHANGE OF INFORMATION

In addition to the study documentation, volunteers should be provided with comprehensive information giving contact names plus any relevant risk assessments and resulting control measures including fire and evacuation procedures. Those responsible must ensure that volunteers understand the information they are given.

Should a volunteer be involved in an accident, then they should be given a copy of all reports and findings related to the accident.

STAFF SAFETY

The safety of staff when working with volunteers should be included in the risk assessment. Consideration has to be given to the possibility of unruly or potentially dangerous volunteers. Procedures should be adopted to ensure that there are means of summoning assistance and that other staff are aware of what is required. It is MRC policy to discourage all lone working (see MRC Best Practice Guidance “Working alone”) but these volunteers in particular must never be interviewed or seen alone, either in an empty building or at the volunteer’s own residence.

SECURITY

Whenever possible, visitors to MRC premises should be vetted prior to their arrival. Clearly this will not always be possible but identification of all visitors must be established. Establishments must always reserve the right to bar or ask visitors to remove themselves. Volunteers are probably, from a security point of view, the most uncontrollable group of visitors. Whilst recognising that much of this work relies on “goodwill”, staff should be alert to the possibility that some volunteers may well give less than honest reasons for their contributions. Some groups of activists take the long-term view and may well remain quiescent for long periods.

Guiding principles of working with volunteers and security of premises

- All volunteers to be signed in and out and required to wear suitable ID badges (these can include emergency procedures)
- All volunteers, ideally, to be accompanied at all times
- All volunteers to be identifiable, i.e. name and address
- All unidentified persons to be challenged

Familiar faces

Over a period of time, often through repeated visits, many visitors become familiar and can almost become a member of the unit. Care should be taken to ensure this does not lead to a reduction of health, safety and security vigilance.
ORGANISED VISITS FOR YOUNG PERSONS AND CHILDREN AND WORK PLACEMENT

INTRODUCTION
It is recognised in law that people under 18 years of age require, because of their lack of experience and physical and mental development, special consideration when in a work environment. Children are defined as persons of school age (currently under 16, but for practical purposes including the whole academic year in which the child reaches 16) whilst young persons are those post childhood but under 18 years of age.

As an overriding principle, work experience must not involve hazardous work.

This guidance is intended primarily for group leaders and others who may manage work experience students or organise visits by schoolchildren. This note excludes students on industrial placements where they are over 18. Those students are treated as visiting workers and for relevant guidance you should refer to Guidance Note 2.

This policy and guidance is consistent with MRC’s position on education in science and encouraging young persons into a scientific career and provides the framework within which establishments can operate in reasonable safety.

LEGAL BACKGROUND
The legal treatment of young persons and children is based on two principles: (1) that their health and safety is addressed in the same way as employees and other visiting workers and (2) that they are regarded as potentially vulnerable groups. Risk assessments should reflect these principles. A review is found in Appendix 1.

ROLES AND RESPONSIBILITIES
It is the responsibility of the unit director/ESS team leader to authorise all visits by young persons and children. The Host, who must be competent to undertake this role, should then have full responsibility for all aspects of the proposed work experience or visit including liaison with the school/college (sponsors) and the parents or guardians. Whether or not the Host is the team leader, the team leader still retains the ultimate responsibility for all relevant risk assessments, training etc. The establishment must ensure that any visiting young person or child receives suitable and sufficient induction and that the Host is familiar with the Health and Safety requirements of hosting young persons and children.
EXCHANGE OF INFORMATION

Prior to the visit or commencement of work there should be an exchange of signed agreements with all parties with a defined work or visit programme including the nature of the work and any associated hazards, risk assessments and control measures. In the case of those under 16 the unit may be required to inform parents and guardians directly.

Should an accident occur then the sponsors must be informed and supplied with a copy of any accident reports and subsequent investigations.

It is prudent to keep a record of the placement including all relevant risk assessments, SOPs, accident reports etc. for 10 years. (See also MRC Best Practice Guidance on Record Keeping).

LINES OF COMMUNICATION

Clear lines of communication with identified contacts on both sides should be agreed in advance.

ORGANISED SCHOOL VISITS – PRACTICAL ARRANGEMENTS

MRC actively encourages visits to units by school children. There are however important steps that must be taken prior to, during and after any visit.

The key issues relating to organised visits are:

Prior to visit, to:

• Establish full cooperation with the school
• Establish good communications
• Agree the detailed programme
• Provide risk assessments to schools and parents or guardians where appropriate
• Alert schools that if the visit includes an animal facility, children with existing allergies or those who keep pets, rodents in particular, may not be able to enter the facility
  Note: where these issues are relevant, the unit may wish to provide the school with a check list
• Agree respective roles and responsibilities of host and school staff during the visit

During the visit, to:

• Ensure total supervision at all times, according to the agreement on respective roles and responsibilities
• Ensure children are not exposed to workplace hazards and risks
• Limit participation of children to observation or interactive demonstrations

Note: where a programme that includes interactive demonstrations is devised, the
conditions of the first two bullet points in this section must be fulfilled. Full risk assessments must be submitted to the Unit Safety Manager for consideration in advance of the visit.

After the visit, to:

- Review all aspects of the visit
- Agree on any improvements to be made for any subsequent visit.

WORK PLACEMENTS - AGREEMENTS ON WORKING PRACTICES

These should be reached prior to commencement of the placement and should include limitations of the work and any monitoring and visiting regimes.

Work restrictions

The law forbids employers to allow exposure of any child to workplace hazards. There are also restrictions on what is permissible for young persons. Whilst continuing to encourage the active interest of young people in science, the MRC has to take a responsible view. The positions on children and young people respectively are as follows.

**Children**

Children on work experience are not permitted to undertake any work activity in a laboratory, workshop, animal house or other hazardous area. Entrance to animal houses is not permitted, but access to the other areas should be for the purposes of observation or interactive demonstration only under total dedicated supervision. In those circumstances care must be taken to ensure the child cannot come into contact with any workplace hazard. If however the wearing of personal protective equipment (PPE), such as laboratory coats and eye protection, is required for entry into the area, children must be provided with the PPE and its wearing enforced. No entry is permitted to any area where the need for the wearing of respiratory protective equipment (RPE) has been identified.

**Young persons**

The conditions for work placement of young persons are essentially as for children with one significant change. Limited work may be permitted in laboratories and animal houses, but only after a full risk assessment which demonstrates that where measures for controlling exposure to risk are determined, application of those measures will prevent any exposure of the young person to possible harm. The risk assessment must include the health status of the young person, e.g. whether the young person is allergic to rodent protein or antibiotics. For animal facilities in particular, the assessment should include the threat to the health of the animals (the placement student will not be allowed to enter a SPF facility if they have come into contact with animals, particularly rodents, within the previous 48 hours), security and ethical issues.
SECURITY

All young persons should be made aware of the security implications of being at work or in a place of work. Young persons should not be given unrestricted access to the establishment and their attendance should be limited to normal working hours. For work placement students the issuing of keys or electronic passes should be resisted. If young persons, as part of their work experience programme or of an organised visit, are to enter animal facilities to observe then the routine security vetting procedures must be undertaken beforehand. It is important that they have explained to them why animals are used in research and the benefits of such research. It should also be explained to them what they are likely to see within the facility.

REVIEW

At the end of the placement or visit a review should take place that involves all parties. Wherever possible this should include the young person or child.
CHILDREN VISITING MRC PREMISES

INTRODUCTION

In this Guidance Note the terms “child” and “children” refer to all persons under the legal school leaving age (currently 16 years), including babes in arms and infants.

This Guidance Note is directed primarily toward visits by the children of members of staff, or other relatives, or friends. You should refer to Guidance Notes 2 and 5 for guidance on visits by children who are invited into an establishment for valid reasons, e.g. the subjects of scientific research or organised visits by school parties or for work experience.

When visiting MRC establishments, children are prohibited from places and situations where they may come to harm. Specifically, staff may not bring children onto MRC premises when they are working or outside normal working hours. Special leave arrangements are in place to assist staff, should problems with their domestic arrangements arise at short notice.

As has been the custom in MRC establishments, staff may continue to bring their children onto the premises for brief visits. Prolonged or frequent visits however are not encouraged. All visits by children should be restricted to public areas such as reception and restaurants. When on MRC premises children must not be left unattended.

Children aged 14 and over

These children may be left unaccompanied for short periods of time in public areas, within the building security barrier, if the member of staff needs to visit another part of the establishment not accessible to children. Public areas include reception waiting areas and staff restaurant facilities. It does not include staff offices or corridors giving access to work areas.

Children under 14

When on MRC premises these children must be accompanied at all times.

LEGAL BACKGROUND

The Occupiers Liability Acts of 1957 and 1984 regulate the presence of children on MRC premises. These are discussed further in Appendix 1.
ROLES AND RESPONSIBILITIES

Directors and ESS Team Leaders are responsible for the health and safety of all persons on their premises. MRC staff who are not the child's parent or guardian do not have, other than their general responsibilities under health and safety law, any specific duty of care towards the children of other staff and thus cannot be expected to act as a baby or child minding service.

When a child is on MRC premises (s)he remains the sole responsibility of the parent/guardian. The staff member should exercise strict supervision and control, and accompany the child at all times.

SAFETY INFORMATION AND SIGNS

Each establishment should determine its procedures and include these in the local safety policy and practice. In some establishments it may be necessary to install signs prohibiting children beyond specifically identified points.

SECURITY

Prohibitions and restrictions

Children must remain in a safe place. In many cases this will mean restriction to reception areas, front offices or a tearoom, providing these can be reached without going through a restricted area.

Children are prohibited from potentially hazardous places/areas, for example:

- Laboratories and corridors within laboratory areas
- Ancillary areas such as workshops, media and wash-up areas, photography
- Stores and storage rooms
- Animal houses and service areas
- Offices that can only be accessed through any of the above
- Any office where a child could wander into a potentially hazardous area
- All areas marked “Authorised personnel only”.

If children are allowed in offices and reception areas etc., then basic precautions should be taken to ensure that dangerous articles such as kettles, scissors or letter-knives are kept out of reach.

ACCIDENTS

All accidents involving children must be reported to the person responsible for recording accidents. This includes near-miss events.
LEGAL BACKGROUND

GENERAL

The main principles relating to the ‘duty of care’ with respect to health and safety are found in the Health and Safety at Work etc. Act 1974 (HASAWA). This Act sets out the main duties of the employer and the employee.

These are, for the employer:

- To ensure the safety of employees and others affected by his activities

and, for the employee;

- To ensure their own safety and others affected by their work and to co-operate with the employer.

Each of these is qualified by the expression ‘so far as is reasonably practicable’. This expression allows consideration of the balance between the costs of the measures that would be necessary to attain the main objectives and the reduction of risk brought about by the implementation of those measures.

The Management of Health and Safety at Work Regulations 1999 and the associated Code of Practice assist employers to meet their main duties. These regulations place specific duties on employers and employees. Much of the attention is focused upon direct risk management involving identification of hazards, evaluating risks and putting measures in place (including the organisation of the staff) to eliminate or minimise exposure to risk. Clearly there are particular risks to be considered when accepting visitors or contractors to our establishments. The regulations also identify two particular groups of people as being potentially more vulnerable to risk: they are (a) women of child bearing age and (b) young persons and children. For all visitors however, consideration must be given to each individual and any factor that may predispose that individual to additional risk.

The Health and Safety Information for Employees Regulations 1989 require employers either to display an approved health and safety poster or to provide employees with an approved leaflet. Copies of the poster 'Health and Safety Law', or the leaflet 'Health and safety law: what you should know' can be obtained from HSE Books.

The Health and Safety (Training for Employment) Regulations 1990 state that where a non-employee (e.g. a student) receives training the person receiving the training is regarded as being the employee of the person providing the training. The MRC requires that all those receiving training in a Council establishment are treated as if they were employees for all purposes of health and safety.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) place duties on employers to inform HSE of specific injuries or diseases suffered by individual
workers and in certain circumstances those affected by the work, and of specified
dangerous occurrences. Your establishment will need to ensure that systems are in place to
cater for visitors.

VISITING WORKERS

All work must be subject to risk assessment. In addition to meeting the general
requirements to manage hazards and risks contained in the Management of Health and Safety
at Work Regulations 1999, it is likely that the work will be subject to other more specific
legislation.

Risk assessments for all laboratory work involving visiting workers must be made under
the Control of Substances Hazardous to Health (COSHH) Regulations 2002, and where
appropriate under the Genetically Modified Organisms (Contained Use) Regulations 2014.

All work involving the use of ionising radiation is subject to the Ionising Radiations
Regulations 1999, and the Environmental Permitting Guidance Radioactive Substances Regulations
(England and Wales) 2010. Host establishments must ensure that all work done by
visiting workers comes within the RSR registrations and authorisations.

YOUNG PERSONS AND CHILDREN – WORK PLACEMENTS

As well as general legal duties for employers and employees towards non-employees, the
Management of Health and Safety at Work Regulations 1999 recognise the immaturity,
inexperience and vulnerability of young persons. MRC guidance reflects the requirements
of these regulations.

Specifically, the Management Regulations forbid young persons to be given work beyond
their physical or psychological capacity. They may not be exposed to toxic or
carcinogenic substances or those that cause heritable genetic damage, or harm to an
unborn child, or in any other way seriously affect human health. Thus the strict
conditions imposed on work done by young persons are that it is subject to full risk
assessment, it is necessary for training, supervised by a competent person and that risks
are minimised to the lowest level that is reasonably practicable.

The Health and Safety (Training for Employment) Regulations 1990 entitle those on work
experience to the same level of health and safety protection as employees at work.

CONTRACTED SERVICES

Within a contract, duties lie with both parties for the health and safety of both their own
employees and those of the other party. Each needs to take reasonable steps to ensure
that the "other" employees receive information comparable and equivalent to that given
to the employer's employees.

Broadly summarised, relevant and comprehensive information should be exchanged on a
reciprocal basis.

Legislation specific to contract services includes the following.
Section 3 of HASAWA, which places a duty on all employers to, as far as reasonably practicable, ensure that non-employees are not injured or otherwise harmed by the employer's activities.

The Management of Health and Safety at Work Regulations 1999, which include provision for shared occupancy. Regulation 12 refers specifically to persons working in a host undertaking.

The Provision and Use of Work Equipment Regulations 1998 (PUWER) which cover the provision and use of all work equipment, from a scalpel to an electron microscope. The regulations provide a coherent set of requirements ensuring the safe provision of work equipment and its safe use irrespective of age or place of origin. As an employer retains responsibility for his work equipment no matter where it is used and by whom, all contractors must provide and maintain their own equipment. For contracts such as cleaning, the requirement for the contractor to comply with PUWER should be written into the contract.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) place duties on employers to inform HSE of specific injuries or diseases suffered by individual workers, whether employees or not. Systems should be in place to ensure the other employer is informed of any injuries to their employee(s). Further guidance on accident reporting and investigation is given in other MRC Health and Safety Policy Notes.

VOLUNTEERS

There are no major pieces of legislation specific to volunteers in addition to those discussed above. It is important however for establishments to recognise their duty of care for all volunteers, who would be recognised in law (Section 3 of HASAWA, essentially implemented through the 1999 Management Regulations) as being persons that ‘may be affected’ by an employer’s work activities. Local codes of practice for working with volunteers should address every reasonably foreseeable risk of exposure and include measures to prevent that exposure.

CHILDREN – SOCIAL VISITS

Following the decision in the House of Lords on British Railways Board v Herrington, in which a child was killed on the railway, the Occupiers Liability Act of 1957 was amended in 1984. Bringing a humane approach to all who find themselves on property, whether by invitation or not, the 1984 Act requires an occupier to have a duty of care to all who visit their premises. With respect to children on MRC premises this means that should a child wander into a hazardous area and be injured then the MRC may be liable under the Act. Equally it means that if an establishment allows children on its premises and that they could enter potentially hazardous areas then these areas must be secured so that a child cannot enter.

The fact that entry may be ‘unauthorised’ or technically a ‘trespass’ does not influence the liability under law.